

V-STOP Grant Application Checklist

The items listed below **must be submitted in the order outlined in this checklist**. Additionally, all pages of the grant application **must be numbered**. If you are not required to submit an item, write N/A for non-applicable. This checklist does not need to be submitted with your application. Please note, new and/or different requirements are highlighted.

- ☐ An original and four (4) unbound copies of the application are being submitted by mail or by hand for receipt by DCJS by **4:30 p.m., September 19, 2003. Please double space and use Ariel 12 font.**
- ☐ Face Sheet of Grant Application is completed. (Attachment I) See page 11.
- ☐ Face sheet is signed by the Project Administrator.
- ☐ All budget items have been noted as in-kind match, cash match or V-STOP funds. See pages 3 and 12-14.
- ☐ Budget items are placed in the appropriate columns of V-STOP funds, cash match or in-kind match. See pages 3, 12-14.
- ☐ All applicable sections of Budget Category Itemization have been completed. All columns have been totaled and arithmetic has been checked for accuracy.
- ☐ A Project Budget Narrative has been provided, explaining and justifying **all** items included in the Budget Category Itemization. See pages 12-14.
 - ☐ Job Description(s)
- ☐ A Project Description has been provided including the following:
 - ☐ Program Overview – All applicants.
 - ☐ Goals and Quantified Objectives with Activities and Performance Measures – All applicants. (Attachment II)
 - ☐ Need Justification – **All applicants.**
 - ☐ Implementation Plan – New applicants only.
 - ☐ Timeline
 - ☐ Organizational Chart
 - ☐ List of current Cooperative Agreements with implementation dates are attached – Continuation applicants only.
 - ☐ New or revised Cooperative agreements with appropriate agencies are signed and attached – Continuation applicants.
 - ☐ New Cooperative Agreements with appropriate agencies signed and attached – New applicants.
 - ☐ Sustainability plan—All applicants.
 - ☐ Evaluation Plan – All applicants.
 - ☐ Copy of **survey** used (or to be used) to obtain client feedback – All applicants.
 - ☐ Collated data and results of survey information are attached – continuation grants only.
 - ☐ Copies of 1st and 2nd CY 2003 quarter progress reports are attached. - Current grantees only.
 - ☐ 1st and 2nd quarter progress reports are on file at DCJS. - Current grantees only.
 - ☐ Copies of current **(2003) V-STOP grant Itemized Budget** – Current grantees only.
 - ☐ V-STOP Data sheet is completed and attached. (Attachment III) See page 20-21 – All applicants.
 - ☐ V-STOP Underserved Data sheet is completed and attached. (Attachment IV) – All applicants.
- ☐ The signed General Grant Conditions and Assurances form is attached. (Attachment V)
- ☐ The signed Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace form is attached. (Attachment VI)
- ☐ A copy of 501(c) (3) confirmation letter is attached. – Private, non-profit applicants only.
- ☐ If nonprofit, a FY 2001 or FY 2002 Financial report or audit is attached. – Private, non-profit applicants only.